



Senate Employment Bulletin

Placement Office
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The Senate Employment Bulletin is published weekly as a service to Senate offices wishing to advertise staff vacancies. Updated copies are available each Tuesday and may be obtained in the Senate Placement Office, viewed online at www.senate.gov/employment or via voice recording at (202) 228-JOBS.

To apply for a position advertised in the Employment Bulletin, address responses to: SENATE EMPLOYMENT BULLETIN, SENATE PLACEMENT OFFICE, ROOM 142 HART SENATE OFFICE BUILDING, WASHINGTON, DC 20510, or fax to (202) 224-4477 unless the ad specifies otherwise. Indicate the Job Referral Number associated with each position on your resume, and submit a separate resume for each position for which you wish to apply. If submitting a response in person, do not enclose in an envelope.

The advertisements appearing in the Employment Bulletin do not include all staff vacancies registered with the Placement Office. To be considered for all vacancies, applicants are encouraged to complete the walk-in application and informational interview process in the Placement Office. For more information please contact the Placement Office or consult our Web site.

The United States Senate is an equal opportunity employer.

- 062201** **SPECIAL ASSISTANT** - Western Republican Senator has an immediate opening for a Special Assistant. Duties include driving the Senator as well as light administrative and legislative duties. Interested individuals must have their own car, a good driving record, a flexible schedule and be detail oriented. **Resumes should be faxed ASAP to (202) 228-1699.**
- 062202** **STAFF ASSISTANT** - Western Democratic Senator seeks a personable, dependable and professional Staff Assistant for a very busy front office. Duties include, but are not limited to: answering phones, greeting visitors, providing clerical support to mail operation, responding to inquiries from constituents visiting DC, and tallying views and opinions of constituents daily. Applicants must be able to handle fast paced working environment, have excellent interpersonal skills, be able to work well in a team environment, and have excellent oral communication skills. **Please fax a resume with job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 062203** **STAFF ASSISTANT** - Midwestern Republican Senate office seeks a qualified and motivated individual for the full time position of Staff Assistant in Washington, DC. Ideal candidate must be able to multi-task, and have strong personal and interpersonal skills. This position involves driving, long unpredictable hours, and occasional weekend work. High level organization required. The office is an equal opportunity employer. **Please fax cover letter and resume to (202) 228-1503.**

- 062204** **SYSTEMS ADMINISTRATOR** - Southwestern Democratic Senator seeks a Systems Administrator to support the Washington, DC and district offices. Primary responsibilities include maintaining and troubleshooting the local area network, training staff in computer use, as well as building and maintaining a web site that properly addresses the needs of constituents. The position requires discretion, independent judgement, and prioritizing staff needs in the development and utilization of technology. Ideal candidates for this position are pursuing an administrative career track, are innovative, and possess the ability to anticipate and systematically solve problems to enhance the office's functioning. Knowledge of Windows operating system and standard Microsoft Office software, as well as strong oral and written communication skills required. Individuals with ties to the Southwest are encouraged to apply. Salary range: mid \$20K's - mid \$30K's. **Please fax a resume with job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 062205** **LEGISLATIVE CORRESPONDENT** - Western Democratic Senator seeks Legislative Correspondent to answer constituent mail on energy, environment, and transportation issues. Strong writing, organizational, and interpersonal skills required. Congressional experience a plus. Excellent opportunities for professional growth, including additional legislative duties. Equal opportunity employer. **Please fax cover letter with job referral number, resume and a short writing sample to (202) 224-4477, or drop off in the Placement Office.**
- 062206** **ASSISTANT SCHEDULER/EVENTS COORDINATOR** - Senior Republican Senator seeks administrative help to assist Scheduling Director with phones, filing, invitation responses, managing projects, coordinating special events, and other duties as assigned. This is an entry-level position that requires a professional and diplomatic demeanor. The successful candidate must be dependable, organized, have the ability to exercise discretion, and be willing to work flexible hours on occasion. Hill experience is preferred, but not required. **Please fax cover letter with job referral number, resume and references to (202) 224-4477, or drop off in the Placement Office.**
- 062207** **LEGISLATIVE ASSISTANT** - Moderate Northeastern Democratic Senator seeks Legislative Assistant to handle health care and social policy issues. The position covers Medicare, Medicaid, child welfare, medical research, prescription drugs, health insurance, elderly, long term care, poverty, Social Security, veteran health care, and welfare reform. This LA is responsible for monitoring pending legislation, drafting amendments and bills, meeting with constituents and lobbyists, preparing briefing material for the Senator for floor presentations, speeches, office meetings, and state events. Law degree or other advanced degree in the health care field preferred. Individual must be able to analyze issues, possess strong oral and written communication skills, have knowledge of Senate legislative operations, sound political judgement, and the ability to work under pressure. **Please fax cover letter with job referral number, resume and a writing sample to (202) 224-4477, or drop off in the Placement Office.**
- 062208** **COUNSEL** - Judiciary Committee Democrat seeks Counsel for subcommittee staff. Candidates must have excellent research and writing abilities, an outgoing personality, multitasking skills, and be very hard-working. Minimum three years post-law school experience required. Hill experience a plus. Equal opportunity employer. **Please email cover letter and resume to counselapplicants@hotmail.com.**

- 061501** **SPECIAL STAFF ASSISTANT** - Republican Senator seeks an entry-level administrative assistant to cover a variety of tasks including: Answering phones, running errands (on and off the Hill), managing inventories, handling special projects, moving materials to/from storage lockers, and other duties as assigned. Candidates must have valid driver's license with acceptable driving record, be capable of moving/lifting boxes weighing up to 50 pounds, and be willing to work flexible hours on occasion. **Please fax a resume with job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 061502** **RESEARCH ASSISTANT** - The Democratic Staff of the Joint Economic Committee seeks a Research Assistant to work with staff Economists on a wide range of economic issues. The position requires a candidate with a background in economics or related field with an understanding of basic economic data and strong computer and analytical skills. Duties will include collecting, analyzing, and graphing data, conducting background research on a variety of issues, and providing general research support for staff webpage (updating, posting, designing), and assisting in preparation for Committee hearings, attending meetings, support in report preparations, and other general office activities. Knowledge and familiarity with Microsoft Excel, SAS, and HTML, as well as government databases are a plus. This is an entry-level position. **Please email resume, writing sample, and references to rachel_klastorin@jec.senate.gov.**
- 061503** **SCHEDULER** - Florida Democratic Senator seeks a highly organized individual to coordinate his state and national schedule. Responsibilities include, but are not limited to, developing and maintaining the Senator's statewide travel schedule, securing transportation to and around the state, managing invitations and coordinating staff to ensure coverage of meetings and events statewide. Ideal candidate is a detail oriented, self-motivated, team player eager to work in a fast-paced office. Individual must be able to work with discretion and confidentially in a deadline driven environment. The state Scheduler is often called on to drive the Senator while in DC so knowledge of Washington DC is a plus. Hill experience and knowledge of Florida strongly preferred. **Please submit cover letter and resume via fax to (202) 228-4600.**
- 060802** **LEGISLATIVE ASSISTANT** - Western Republican Senator seeks Legislative Assistant to handle health care issues. Qualified candidates should have a strong knowledge of current health care policies and its impact on rural areas, understanding of the legislative process, and strong writing skills. Experience working on the Hill and in the West is strongly preferred. **Please fax cover letter with job referral number, resume and writing samples to (202) 224-4477, or drop off in the Placement Office.**
- 060803** **LEGISLATIVE AIDE** - Senior Democrat on Judiciary Committee seeks Legislative Aide for mix of administrative, correspondent and legislative work in a fast-paced subcommittee. Candidates should be hard working, have excellent research and writing skills, an outgoing personality and a quick wit. No Hill experience required. **Please fax resume with job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 060804** **LEGISLATIVE ASSISTANT** - Midwestern Democratic Senator seeks a Legislative Assistant to work on Native American issues, including primary responsibility for Indian Affairs Committee work. The position also covers housing, labor, campaign finance reform and small business - but Indian Affairs issues will be the focus. This LA is responsible for monitoring pending legislation, drafting amendments and bills, coordinating with Native American leaders in the state, meeting with constituents and lobbyists, preparing briefing material for the Senator for floor presentation, speeches and state events. Hill experience a plus. **Fax resume, cover letter, and references to (202) 224-1193.**

- 060805** **LEGISLATIVE ASSISTANT** - Republican Senator seeks foreign relations Legislative Assistant. Successful applicant should have at least four years of foreign policy experience in Washington or abroad, strong writing and research skills and an extensive knowledge of U.S. foreign policy. Applicants should also have a strong grasp of geopolitical history and its relationship to U.S. policy. Graduate work in relevant fields strongly preferred. **Please fax resume, references and writing samples to the Legislative Director at (202) 224-7940.**
- 060102** **DEPUTY SCHEDULER** - Moderate Democratic Senator seeks highly organized, detail-oriented individual to serve as Deputy Scheduler in fast-paced office. Main responsibilities include (but are not limited to) managing DC invitations, assisting with transportation and travel arrangements, managing office contact databases, scheduling legislative meetings with constituents, and preparing the Senator's daily briefing books. Additionally, the Deputy Scheduler will serve as the Member's spokesperson before select constituent groups and draft select correspondence for the Member. The Deputy Scheduler contributes to the seamless functioning of the Senator's personal office, supporting and working in tandem with the Scheduler. The successful candidate will have a positive attitude and take a proactive approach to problem solving. Strong communication skills, maturity, and the ability to exercise discretion are essential. **Please fax resume, cover letter, and writing sample to the Assistant to the Chief of Staff at (202) 224-0139 or e-mail deputyscheduler@ hotmail.com.**
- 052501** **LEGISLATIVE ASSISTANT** - Progressive Democratic Senator seeks Legislative Assistant to handle environment, education, transportation, energy and possibly other issues. Qualified candidates must have strong writing and organizational skills, the ability to analyze complex issues, and the ability to work in a fast-paced environment. LA will be expected to draft legislation, write floor statements, talking points, and briefs on legislative issues and handle meetings with constituents. Hill experience strongly preferred. **Please fax a resume with job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 052503** **DEPUTY SCHEDULER** - Northeastern Democratic Senator is seeking to hire an entry-level individual to be responsible for responding to standard invitations and requests, organizing Senator's daily briefing book, assisting with Senator's daily mail, and other office support for the Executive Assistant/Scheduler. The successful candidate will be a detail-oriented, multi-tasking, organized team-player with outstanding interpersonal and oral communication skills. The ability to work discreetly, confidentially, and exercise good judgement, in a fast-paced, deadline driven environment, is of paramount importance. We are looking for someone who is diplomatic, able to work with VIPs, professional at all times, and patient. Previous Congressional work experience is preferred but not required. **Please fax a cover letter with job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 052504** **PAID INTERN** - Senate Committee is seeking a full-time Paid Intern. The Intern will assist staff with general administrative tasks such as front office duties, mail, running errands, faxing, photocopying, filing, etc. There will be opportunities to assist with and attend hearings and business meetings, and to work on research projects. This is an excellent opportunity to gain experience on Capitol Hill. **Please fax a resume with job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 051802** **STAFF ASSISTANT/LEGISLATIVE CORRESPONDENT** - Democratic Committee Staff seeks a highly intelligent, personable, motivated individual for a Staff Assistant/Legislative Correspondent position. Duties include assisting with the administration of the Committee, following up on constituent requests and various research and legislative tasks. Strong written and oral communication skills required. Knowledge of financial markets and Hill experience a plus. **Please fax your resume to (202) 224-2080.**

- 051103** **STAFF ASSISTANT** - Midwest Democratic Senator seeks friendly, energetic person to answer front office phones, greet visitors, fill flag requests, conduct and schedule tours, assist with data entry, as well as other projects as needed. Candidates must be personable, have excellent oral communication skills, and be highly organized. This is an entry-level position. **Please fax a cover letter and resume to (202) 224-2725.**
- 051104** **LEGISLATIVE ASSISTANT** -Progressive Midwestern Democrat seeks Legislative Assistant with focus on environmental and energy issues. Candidates should have substantial knowledge of the issues, understanding of the legislative process, and strong writing skills. Hill experience preferred, but not required. Salary negotiable. **Please fax a resume with job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 051105** **UNPAID LEGISLATIVE FELLOW** - Moderate Republican Senator on the Senate Commerce, Science, and Transportation Committee is seeking an Unpaid Legislative Fellow. Duties will include research, drafting of legislation, preparing and staffing Senator at hearings in assigned area, speech writing, and other legislative duties. **Please fax resume and cover letter with job referral number to (202) 224-4477, or drop off in the Placement Office.**
- 050403** **LEGISLATIVE ASSISTANT** - Midwestern Democratic Senator seeks an experienced Legislative Assistant to work on agriculture and trade issues in a fast-paced, active office. Applicant should have strong writing skills; substantial knowledge of farm policy and agriculture programs; and a sound understanding of the legislative process. Successful candidates will demonstrate ability to draft legislation, coordinate with home state representatives and lead the way in developing new initiatives. Minimum 2-3 years experience required; salary negotiable. Hill experience a plus. **Fax resume, cover letter, and references to (202) 228-2122.**
- 042701** **DEPUTY PRESS SECRETARY** - Very active, moderate Republican Senator is seeking a Deputy Press Secretary. Duties include assisting Communications Director and Press Secretary in daily media relations activities with local and national press, writing and distributing press releases, working closely with state weekly newspapers, and assisting with media list management. Duties will also entail ensuring the Web site is up-to-date, involvement with electronic communications and assisting with a weekly column. The ideal candidate is a strong writer, works well under pressure, and able to meet tight deadlines. Experience in media relations and on Capitol Hill a plus. **Please fax resume to (202) 228-0476.**
- 042704** **ASSISTANT TO THE CHIEF OF STAFF** - Midwestern Democratic Senator seeks candidate to assist the Senator, Chief of Staff and Scheduler with administrative duties in the office, including answering phones, preparing Senator's daily materials, back-up scheduling, providing quick research and other ad hoc tasks. This position requires the ability to perform well in a fast-paced office setting. Senate experience strongly preferred. **Please fax a resume with job referral number to (202) 224-4477 or drop off in the Placement Office.**
- 042002** **SCHEDULER** - Republican Senator is seeking a qualified and motivated individual to act as Scheduler. Responsibilities include, but not limited to, planning and maintaining Senator's international, domestic, and statewide travel & events schedule in consultation with Senator and Chief of Staff, oversight of invitations, and coordinating travel planning with appropriate staff. Responsibilities will also include monitoring floor action and coordinating with staff to keep Senator informed of pending votes, incoming calls, messages and staff requirements. Individual will also assist Senator with correspondence, records maintenance and files. Successful candidate will be able to carry out multiple tasks in a fast-paced, team-oriented environment. Attention to detail a must. Hill experience preferred, but not required. **Please fax a resume with job referral number to (202) 224-4477 or drop off in the Placement Office.**

- 032301** **LEGISLATIVE ASSISTANT** - A senior Republican Senator is seeking an experienced Legislative Assistant. Individual must have significant Hill experience, excellent writing and communication skills, and the ability to work well under pressure. Candidates must have experience in some or all of the following issue areas: taxes, banking, Social Security, transportation, healthcare, and education. **Please fax cover letter and resume to (202) 228-1078.**
- 032302** **LEGISLATIVE ASSISTANT** - Northwest Democratic Senator is looking for a Legislative Assistant to handle a complex array of technology, telecommunications, commerce and judicial issues. Individual must be able to analyze issues, possess strong oral and written communication skills, knowledge of Senate legislative operations, sound political judgement, and an ability to work under pressure. Experience both on Capitol Hill and in the Northwest is strongly preferred. **Please fax a resume with job referral number to (202) 224-4477 or drop off in the Placement Office.**
- 032304** **POLICE OFFICERS** - The United States Capitol Police Department is seeking qualified women and men for the position of Police Officer. The starting salary is \$43,166. After completion of all training, salary increases to \$44,678. After 30 months, salary increases to \$50,098. Benefits include: 20-year retirement, paid leave, federal life and health insurance, competitive promotion system and various speciality assignments. Applicants must pass an intense background investigation. All training, uniforms and equipment provided. **Contact the United States Capitol Police Recruiting Section at (202) 224-9819 for minimum qualifications and application procedures.**
- 031602** **LEGISLATIVE ASSISTANT** - Midwestern Democrat with active foreign policy agenda seeks Legislative Assistant with experience in foreign policy and defense. Applicants should be proactive, energetic, and able to advance multiple initiatives at the same time. Good writing skills a must. Capitol Hill experience preferred, but not required. Salary negotiable. **Please fax a resume with job referral number to (202) 224-4477 or drop off in the Placement Office.**
- 031603** **PROFESSIONAL STAFF MEMBER** - Democratic Senator seeks Professional Staff Member to handle complex array of foreign policy issues. Individual must be able to analyze issues quickly and succinctly, possess excellent writing skills, and the ability to work under pressure from a demanding Member. Hill experience and substantial foreign policy experience preferred. **Please fax a resume with job referral number to (202) 224-4477 or drop off in the Placement Office.**